



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON**

TEMPORARY LAW CLERK

ANNOUNCEMENT NUMBER 18-WAW-14
ANNOUNCEMENT DATE July 9, 2018
CLOSING DATE August 3, 2018 or until filled

DUTIES AND RESPONSIBILITIES The U.S. District Court for the Western District of Washington is seeking qualified candidates for a full-time temporary law clerk position for United States Magistrate Judge David W. Christel. The anticipated start date will be October 8, 2018, and the duration of the position will not exceed 20 weeks. The position is located in Tacoma, WA.

REPRESENTATIVE DUTIES The law clerk in this position will primarily work on social security disability cases, performing legal research and drafting orders and reports and recommendations. The law clerk may have an opportunity to work on habeas corpus and civil rights cases.

QUALIFICATIONS Candidates must be law school graduates from an accredited law school, must work well independently, must possess excellent research and writing skills, and must be experienced with Word, Westlaw or Lexis, and related software. Preference will be given to individuals with previous experience, particularly with social security cases or working in a judicial chambers requiring case management responsibilities.

SALARY JSP Grade 11-14, Salary Range: \$31.91 per hour to \$53.75 per hour
Depending on experience and qualifications (higher rate with previous federal law clerk experience)

INFORMATION FOR APPLICANTS Qualified applicants should submit the following:

- A letter of interest addressing relevant work experience
- A current resume
- A writing sample of no more than five pages

Submit all materials via e-mail (Word or Acrobat .pdf format) to:

lisa_ledford@wawd.uscourts.gov

Or send to:

Lisa Ledford (#17-WAW-22)
U. S. District Court
1717 Pacific Avenue, Suite 3124
Tacoma, WA 98402-3234

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are considered “at will” employees.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS:

Temporary law clerks appointed for more than 90 days accrue annual and sick leave, but are not eligible for other benefits. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.

The United States District Court is an equal opportunity employer and values diversity in the work place.